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### **Dear Colleagues**

Happy New Year! I hope everyone had a happy holiday season and returned to work healthy and ready to face the challenges of 2007. The KYAE staff and I are excited about working with you in the coming year on our shared passion of helping adults reach their educational goals.

Along those lines, I have some new information that is of concern to me, and I'm sure it will be to you as well. Kentucky's GED graduate number dropped nearly 8 percent last fiscal year – from 9,757 in 2004-05 to 9,007 in 2005-06. This is a serious matter that reinforces the issues of quality and student outcomes that we together discussed at regional meetings late last year. The following article provides a summary of 2005-06 GED statistics. KYAE is currently analyzing these data and factors that affect GED production. If you would like to share your views and insight on the GED numbers and why there was a decrease, please e-mail me your thoughts.

The drop in GED numbers is important because it indicates that fewer Kentuckians are earning a credential that is the gateway to a better life for them and their families. As we have discussed before, KYAE has set a 2020 goal for GED graduates as part of the Council on Postsecondary Education's Key Indicators of Progress. Our goal is 15,000 GEDs in 2020; the 2008 goal is 10,631. I feel certain that together we can reach these goals; therefore, KYAE has not, so far, elected to set county GED goals. We all know we must work with students to help them succeed on the GED and beyond.

I have asked my staff and am asking you to view this situation not as a negative, but as a challenge that we will address together and use as a rallying point for making positive change. As KYAE staff members continue to talk about how we refocus our efforts, student outcomes are uppermost in our minds.



*Sarah Hindman Hawkes*

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## **GED statistical highlights**

The following information provides a summary of Kentucky's 2005-06 GED statistics. If you have questions or would like more information, please contact [BJ.Helton@ky.gov](mailto:BJ.Helton@ky.gov) or [Marilyn.Lyons@ky.gov](mailto:Marilyn.Lyons@ky.gov).

### **Test Totals**

- 2005-06: 12,314 students took the tests
- 2004-05: 13,071 students took the tests
- Decrease of 757 or 5.8 percent
- 2005-06: 12,067 completed the entire battery
- 2004-05: 12,688 completed the entire battery
- Decrease of 621 or 4.9 percent
- 2005-06: 9,007 GEDs awarded
- 2004-05: 9,757 GEDs awarded
- Decrease of 750 or 7.7 percent

### **Passing Rate**

- 2005-06: 75 percent passing rate (GEDs awarded/completed)
- 2004-05: 77 percent passing rate (GEDs awarded/completed)

### **Age, Total Tested, 2005-06**

- 16-18 years: 2,758 or 22.4 percent of total
- 19-24 years: 4,836 or 39.3 percent of total
- 25-34 years: 2,859 or 25 percent of total
- 35-44 years: 1,199 or 8 percent of total
- Older than 44: 640 or 5 percent of total
- No response: 22

### **Reasons for Testing, Grouped by Category, 2005-06**

- Employment: 32 percent
- Educational reasons: 25 percent
- Personal satisfaction: 21 percent
- Other reasons: 18 percent
- Military: 3 percent

### **Employment/Student Status, 2005-06**

- Seeking employment: 36.8 percent
- Employed part-time: 21.7 percent
- Full-time students: 15.4 percent
- Other: 10.7 percent
- Employed full-time: 10 percent
- Part-time students: 5.3 percent

### **Scheduling the Test, 2005-06**

- Scheduled within one week: 84.4 percent

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- Waited one week to one month: 7.2 percent
  - Waited one month: 8.4 percent

#### **How Examinees Learned about the Tests, 2005-06**

- Friend, neighbor of family member: 6,091
- Guidance counselor: 2,422
- Other: 1,865
- Jail, prison or probation official: 1,461
- TV: 858

#### **Top 10 Reasons for Not Completing High School, 2005-06**

1. Did not like school: 3,945
2. Absenteeism: 3,657
3. Wasn't happy in school: 2,920
4. Had trouble with math: 2,658
5. Got a job: 2,449
6. Was bored: 2,327
7. Poor grades: 2,150
8. Social life more important: 1,793
9. Became a parent: 1,618
10. Emotional problems: 1,459

### **Regional meeting follow-up**

KYAE thanks all adult educators who attended regional meetings in November and December. The following questions and issues were raised by providers and we wanted everyone to be aware of the responses.

Q: Can providers use KYAE funds to purchase coffee and food?

A: KYAE is exploring policy options that would allow programs to use a limited amount of money each year on coffee and food. Any policy change would be effective in the 2007-08 fiscal year.

Q: What is the policy on retention of student records? How long must student records be retained?

A: The [KYAE Policy and Procedure Manual](#), p. 9, states "Student folders must be kept on file for three years." Example: In July 2007, providers may shred student folders from 2003-04, thereby retaining three full years worth of records – 2004-05, 2005-06 and 2006-07.

Q: How can I provide financial aid information to my students?

A: Regional representatives of the Kentucky Higher Education Assistance Authority (KHEAA) are willing to meet with students about financial aid and transitioning to postsecondary education. Locate your KHEAA representative and information about KHEAA services on the [KYAE Resources Web page](#), under "Transition to Postsecondary."

Another great resource is [www.GoHigherKy.org](http://www.GoHigherKy.org), a complete guide to going to college in Kentucky. Students can explore Kentucky college campuses, find out about financial aid and learn about college requirements.

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Q: Can professional development funding be used for college tuition?

A: No. PD funding may not be used for college tuition; however, adult educators may earn six PDUs for taking a college class. Incentive funding may be used to pay college tuition for job-related course work for adult educators.

Q: How are GED graduates reported to the Kentucky Department of Education (KDE) for determining drop-out rates?

A: Students who leave high school but earn their GED by October 1 are not counted in a school's drop-out rate. Each year, KDE provides to KYAE a list of students who have dropped out; KYAE matches this list against students who have earned their GED by October 1 and reports the information to KDE. This protocol satisfies FERPA privacy concerns. Because of the state-level data match, release of information concerns, and lack of access to the official GED database, providers should refer school districts to KDE for this information.

Q: Can WorkKeys be used as an enrollment assessment?

A: Yes. The process for using WorkKeys as an enrollment assessment is in the [KYAE Policy and Procedure Manual](#), p. 14-15.

Q: Is it possible for KYAE to post the TABE-COMPASS crosswalk on the KYAE Web site?

A: The crosswalk was removed when the Office of Vocational and Adult Education informed KYAE that COMPASS scores and the crosswalk could not be used for enrollment purposes. However, because the crosswalk may be helpful in informing instruction and assessment decisions, it is now available on the [Resources page](#) under "Assessments." Please remember that students cannot be enrolled based on a COMPASS score crosswalked to a TABE score; see the [KYAE Policy and Procedure Manual](#), p. 16.

Resources shared by providers:

- For job exploration and labor market information, Dian Kelley of Hardin County suggests [www.acinet.org](http://www.acinet.org).
- For information on financial aid and transitions, Janice Crane of Jessamine County recommends [www.collegesuccessky.com](http://www.collegesuccessky.com).
- For specific examples of why students need to learn math, Joan Flanery of Boyd County suggests the "When are we ever gonna have to use this?" poster and book available [online](#) for \$20.99.
- To follow legislative actions and prepare for meetings with legislators, several providers have used the Council on Postsecondary Education's legislative Web page at [2007 Legislative Session](#). Of particular interest is the [County Profile](#) page, which includes data on employment, educational attainment levels, financial aid, postsecondary enrollment and general population characteristics.

## Helping students with financial aid forms

Reminder: The Kentucky Association of Student Financial Aid Administrators is sponsoring College Goal Sunday to help high school and adult students complete the Free Application for Federal Student Aid (FAFSA). This event will be held **January 28, 2007**. This is a great opportunity for your students to take their first steps toward postsecondary education. Information is available at the [KASFAA Web site](#) or by calling (888) 452-7322.

## FAQs

The KYAE staff has compiled a list of Frequently Asked Questions as a resource for adult educators. The list provides questions and answers regarding AERIN, assessment, GED, funding, professional development and many other topics. The FAQ document is available on the [Web site](#). Click on Educators and then Frequently Asked Questions. If you have issues you'd like to have considered for inclusion in the FAQs, please e-mail [Janet.Hoover@ky.gov](mailto:Janet.Hoover@ky.gov).



Bev Thomson (left) receiving Gold Award from Regan Huneycutt

## Congratulations to Christian County staff

Congratulations to Bev Thomson and her Christian County Adult Education staff for being recognized by the 2006 United Way Campaign as a Gold Award Winner. Bev has been successful in establishing important community partners in her county.

## KET provides new learning opportunity

KYAE and KET have partnered to provide adult educators with a new student resource. The partnership allows a student to be enrolled at a KYAE adult education center and receive KET's GED Connection study materials. After completing enrollment and assessment at an adult education center, students who may have transportation, childcare or other attendance barriers or simply want study materials to take home, may elect to register for the KET program. In doing so, the student would remain an adult education center student.

To register, the student pays a \$40 fee to KET. The student then receives GED Connection or Fast Track workbooks as determined by the adult educator. KET will also send a GED test voucher to the adult education center to be retained in the student's folder until the student passes the OPT. Full information about the process and the registration form is available on the KYAE [Forms page](#). In addition, adult education centers will soon receive a letter from KET with detailed information.

Sharon Jackson of KET will provide adult educators with information on hours of instruction to count toward daily student attendance for students using the workbooks and watching GED Connection instructional programs at home. E-mail [s.jackson@morehead-st.edu](mailto:s.jackson@morehead-st.edu).

## WorkKeys available on Internet

A new Internet-based version of the ACT WorkKeys assessment allows KYAE providers to offer computer testing without experiencing difficulties with Board of Education firewalls. This new version eliminates the need for CDs. Training will be provided via online conferences (Webex style) through February 2007. Additional support will be available through downloadable video clips in ANGEL to help you through the learning process. To begin using the new Internet version, please e-mail [Dave.Henderson@ky.gov](mailto:Dave.Henderson@ky.gov).

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## Professional development update

### Upcoming PD opportunities

Many training opportunities are offered in January, February and March. Check the calendar on [PDtrack](#) and register with just the click of the mouse – browse the calendar; add a workshop to your cart; then check out your cart. You will receive an e-mail confirmation that your registration is complete.

### Scoring the OPT Essay

Many students are not successful on the GED Tests because of performance on the Language Arts, Writing Test. A “Scoring the GED Official Practice Test Essay” workshop will prepare instructors to use the four-point scoring guide to give accurate feedback on the essay portion of the OPT so students will know if they are ready to test. Register for the workshop on [PDtrack](#) – January 30 in Madisonville, January 31 in Elizabethtown and February 1 in West Liberty.

### Orientation to Reading and Writing

Two-day workshops in Orientation to Reading and Writing will be offered in March and May. The workshops objectives will cover:

- Applying instructional strategies for teaching adult reading and writing
- Recognizing how a variety of teaching strategies can improve performance
- Identifying and apply various reading assessment techniques

Dates and locations are:

- March 22-23, Hopkinsville Community and Technical College
- May 17-18, Hazard Community College



This training is sponsored by KAELI, part of the Collaborative Center for Literacy Development at UK. The trainers are Phyllis McAdams, retired writing specialist, and Susan McShane, reading specialist from the National Center for Family Literacy. Sign up today in [PDtrack](#).

### Newspapers in Education

Newspapers can be used as successful teaching resources in adult education programs. This workshop will show participants how to integrate the electronic and hard copy versions of the *Lexington Herald-Leader* into teaching strategies. Trainers will share hands-on activities and innovative approaches for using the newspaper in all subject areas. The workshop is scheduled for 12:30-3:30 p.m. February 2 at the *Lexington Herald-Leader*, 100 Midland Ave., Lexington.

### NADE conference

The National Association for Developmental Education’s 2007 conference is scheduled for March 21-24 in Nashville. Registration is available at NADE’s [Web site](#). KYAE providers may use PD funding and earn PDUs for this conference.

### PD History

Now is the time to check your PD history for accuracy. Make sure your history reflects the courses you have completed this year. “P” means you have completed the activity, and “current” means you are registered but have not completed. If there is an error on your history, do the following:

- If you need credit for something you have completed, contact the course facilitator.

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- If you are double enrolled in a course, contact [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov) to remove the duplicated course from your history.
  - If you have completed an SDA, your supervisor will need to give you credit.

### **New PDtrack features**

- The delete button beside the PD plans allows you to delete any old plans you don't need. Be sure to keep last year's plan and the current active plan.
- Continue to contact Toni Quire at [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov) or (502) 573-5114, ext. 113; or Sandy Kestner at [Sandra.Kestner@ky.gov](mailto:Sandra.Kestner@ky.gov) or (502) 573-5114, ext. 108, with suggestions or questions.

### **Online PD course requirements**

New adult educators are required to complete PDP 200 (Individual Professional Development Planning). Currently, there are 113 who have enrolled but not completed. Please try to complete the course as soon as possible. If you completed the course but don't have credit, contact [Sandra.Kestner@ky.gov](mailto:Sandra.Kestner@ky.gov). You must take the course survey to successfully complete the course. At that time, an e-mail is generated to KYAE and completion credit is awarded.

KYAE 200: Orientation to Adult Education is a required course for all new adult educators. Currently 130 are enrolled. Please make every effort to complete this course. If you are having problems, please contact Toni Quire at [Toni.Quire@ky.gov](mailto:Toni.Quire@ky.gov) or (502) 573-5114, ext. 113; or Sandy Kestner at [Sandra.Kestner@ky.gov](mailto:Sandra.Kestner@ky.gov) or (502) 573-5114, ext. 108. The end-of-course survey must be completed before you will be given credit. If you are not sure if you are registered, please check your PD history.

### **Congratulations to Penn State grads**

Two more Kentucky adult educators have completed the Penn State World Campus Family Literacy Certificate program. Congratulations to Sandy Claunch, Casey and McCreary Counties, and Deronda Sears, Garrard County, for their accomplishment.

The certificate program requires completion of five online classes – Introduction to Family Literacy, Adult Literacy, Early Literacy Development and Parental Involvement, Interactive Literacy: Parents and Children and Introduction to Adult Education.

If you have completed the Penn State Family Literacy courses and not yet received your certificate, you may e-mail [psuwd@psu.edu](mailto:psuwd@psu.edu) to request the certificate.

### **Please share alternative funding opportunities**

Reminder: The KYAE Advisory Committee requested a list of adult education funding opportunities other than KYAE funding. We are turning to providers for this information. What kind of funding have you pursued outside the usual KYAE state and federal funding? What advice do you offer to providers who want to identify supplemental sources of funding? Please respond to [Benita.Wilhoite@ky.gov](mailto:Benita.Wilhoite@ky.gov) by January 30 so the Advisory Committee can explore this issue and KYAE can share information across the Commonwealth.

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## Please allow us to introduce...

"Please allow us to introduce..." is a monthly feature spotlighting KYAE staff members to help adult educators become more familiar with KYAE staff. This issue features Donna Potter, David Walters and Melissa Wireman.

If you need a staff contact for particular subject areas, check the [Staff Listing by Service Topics](#).

### **Donna Potter**

Most adult educators know Donna Potter from her role as the KYAE family literacy staff person over the past several years. As announced last fall, Donna is now a program support associate working with counties in Region 4.

Donna has been with KYAE for eight years and has an education background. She was a kindergarten teacher, an adult education instructor and a family resource center coordinator before joining the KYAE staff. She has a bachelor's degree from the University of Kentucky and has taken graduate classes at UK, Georgetown College and Penn State.

She says her work in adult education is rewarding because "we help people see there is a way for them and their family to have a new beginning." She lives in Lexington with her bichon frise dog, Ellie, and has two grown children living in Florida.

Fun fact: On December 30, Donna's son married a beautiful young woman with a five-year-old, making Donna a mother-in-law and a grandmother at the same time!

### **David Walters**

As KYAE's senior associate for program support, David Walters coordinates and manages the new team of six program support associates working directly with county programs.

Before joining the KYAE staff seven-and-a-half years ago, David worked for four years as an adult education instructor and program director in Perry County, part of the Kentucky Valley Educational Cooperative. David has a bachelor's degree in elementary education and a master's degree in adult and higher education.

David says his work is more than a job – "It's a mission to assist undereducated adults in Kentucky so they can be better prepared for postsecondary education and employment and become more productive citizens and family members." He enjoys assisting adult education programs, answering programmatic questions and listening to concerns and issues.

David lives in Midway, is married and has three children – Zach, 12; Jackson, 3; and Jenna, 9 months – and a nine-year old black labrador.

Fun fact: David enjoys cooking and gardening and often shares home-grown vegetables with the KYAE staff.

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### **Melissa Wireman**

Melissa Wireman is a KYAE information specialist working in the area of communications and marketing. Among her responsibilities are management of content on the KYAE Web site, administration of the Amazon.com-funded Go, Earn, Do – GED test fee reimbursement program and assisting with internal communications and marketing.

A three-year KYAE staff member, Melissa previously worked as a graphic artist for the *Thoroughbred Times*. She has a bachelor's degree in communications from Morehead State University and is currently working on a master's degree in adult and higher education from Morehead State University.

She enjoys her work in KYAE because of the opportunity to make a difference in people's lives. Melissa says in her home county, nearly 43 percent of the working-age population does not have a high school diploma or GED. "I personally know the importance of education and am passionate about demonstrating the benefits to others," she said.

Fun fact: Melissa is addicted to *People* magazine.

### **Reporting personnel changes**

Reminder: When your program has personnel changes, please revise your program's most recently submitted Budget and Personnel worksheet and send it to [Leah.Disponett@ky.gov](mailto:Leah.Disponett@ky.gov) with a note regarding the personnel change. Changes must also be reflected in AERIN.

### **New KYVL passwords**

New Kentucky Virtual Library (KYVL) passwords have been implemented. As usual, there will be an overlap between old passwords and new ones. The old ID/password will be inactive on February 15. The new ID/password for adult educators follows:

ID: kyvae

Password: henry13

### **Valuable links**

The Collaborative Center for Literacy Development (CCLD), which oversees KAELL, has redesigned its Web site for literacy educators. Check out the new features at [www.kentuckyliteracy.org](http://www.kentuckyliteracy.org).

Two manuals on how to teach basic math to adults are available: [Changing the Way We Teach Math: A Manual for Teaching Basic Math of Adults](#) and [More Complicated Than It Seems: A Review of Literature about Teaching Math to Adults](#).

An executive summary for an upcoming Center for the Advancement of Adult Learning report is available – [Passing the Torch: Strategies for Innovation in Community College ESL](#).

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ProLiteracy America offers a free publication, [“Indicators of a Person with Low Reading Skills,”](#) a list of common signs that family and friends may see in a person who has reading difficulties.

[Glossary of Instructional Strategies](#) is a Web site offering 880 strategies and methods for teaching.

From the National Center for the Study of Adult Learning and Literacy (NCSALL), the guide [“Beyond the GED: Making Conscious Choices about the GED and Your Future,”](#) helps teachers develop as professionals and gives adult students an opportunity to practice writing, use graphs and read charts.

Google.com recently partnered with several pro-literacy organizations to provide a searchable [Web portal](#) of resources for teachers, literacy organizations and anyone interested in reading promotion and education.

The recently redesigned [FREE \(Federal Resources for Educational Excellence\) Web site](#) provides more than 1,500 resources – from an interactive program picturing phases of the moon to video narratives by Holocaust survivors. The online collection covers language arts, math, science, U.S. history, U.S. time periods, world studies, arts and music, and health and physical education. Each category has subgroups; for example, U.S. history covers ethnic groups, famous people, movements and wars. The science category explores applied, earth, life, physical and space sciences, while the math group looks at algebra, data analysis, geometry, measurement, and numbers and operations. Updated weekly, the site includes resources for observances such as Martin Luther King Jr. Day and September 11.

“Teaching the Levees” is a free curriculum kit to accompany “When the Levees Broke: A Requiem in Four Acts,” director Spike Lee’s documentary of Hurricane Katrina and its aftermath. The curriculum, available to the first 30,000 who request it, is interdisciplinary and addresses race and class in America. Visit the [Web site](#) to request a copy.